



HUMAN RESOURCES DEPARTMENT

City of Burlington

131 Church Street, Burlington, VT 05401

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LAND STEWARD

Parks and Recreation Department

City of Burlington

POSTING DATE: December 7, 2010

RATE OF PAY: \$21.35/ hr

EXEMPT/NON-EXEMPT: Exempt

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

DEADLINE TO APPLY: December 20, 2010

POSITION STATUS: Regular Full Time

CLASSIFICATION GRADE: 17

This position is responsible for the coordination and maintaining of the community gardens within the Parks and Recreation Department and to assist in the organizational needs of this program. In addition this position is responsible for the development and implementation of the Conservation Legacy Program.

Essential Job Functions:

- Develop and implement computer registration system to integrate with accounting system.
- Assist with new registration form for Burlington Area Community Garden on an annual basis.
- Develop and maintain budget for program with input from Burlington Area Community Garden Board and Recreation Superintendent.
- Develop and maintain Burlington Area Community Garden Site Coordinator handbook including but not limited to safety of all sites.
- Organize and maintain the Burlington Area Community Garden office, organize history files and program archives.
- Meet with Burlington Area Community Garden Advisory Board to develop annual goals and to adopt board policy regarding terms and members.
- Coordinate the Burlington Area Community Garden spring and fall event for gardeners, site coordinators, and board members.
- Develop and implement fund raising activities annually and work with Superintendent to identify resources.
- Coordinate registrations, donor thank you and publicity for Burlington Area Community Garden Program.
- Negotiate Burlington Area Community Garden contracts deliveries for hay, straw, mowing and tilling on annual basis.
- Manage land owners contracts and maintain current status of any leases for gardens.
- Up date and maintain the BACG web site and respond to requests for information.
- Coordinate newsletter production and mailing, recruiting information from Board.
- Create agendas with board chair and mail out, attend BACG meeting once a monthly or as needed.
- Interface with Park operations and all other City Departments including but not limited to Department of Public Works as needed maintaining water system and site improvements.
- Attend recreation and department staff meeting s as needed.
- Review and assess the existing public lands for inclusion into the Urban Wilds land management category.
- Promote special events and educational programs for public awareness about the Conservation Legacy Program.
- Supervise interns, volunteers, Site Coordinators and seasonal staff as needed.
- Facilitate the acquisition of significant natural areas and important conservation lands for permanent protection within the City of Burlington in partnership with area land trusts, non-profit organizations, and local state and federal government agencies.
- Complete Site Management Plans for current and future Urban Wilds areas.
- Implement management plans for Urban Wilds areas, including monitoring use, assessing and correcting encroachment issues, and planning special projects.
- Research grant opportunities and complete grant applications
- Develop information brochures, signs and other informational materials to promote the Conservation Legacy Program and public awareness and stewardship of Urban Wilds areas.
- Support the functions of the Conservation Legacy Program Committee, including the recording and distribution of meeting minutes.

Qualifications/Basic Job Requirements:

- Bachelor degree in recreation Management, natural resources or environmental studies, and 2 years of experience with an emphasis on open space or natural area planning.
- Ability to demonstrate strong oral communication skills, including the ability to communicate effectively with municipal government officials, public and private landowners, non-profit organizations, conservation groups and volunteer Conservation. Board and Open Space Protection Program steering committee members.
- Ability to demonstrate strong written communication skills, including but not limited to effectively demonstrate the ability to draft Site Management and Conservation Plans.
- Ability to operate in a Windows based environment using word processing, spreadsheets and specialized database software required.
- Ability to interact professionally and respectfully with co-workers, members of the general public and elected officials both in person and on the telephone
- Ability to work evenings, nights, and weekends as required.
- Ability to establish work and filing systems and keep information organized and accessible.
- Knowledge of budgetary procedures preferred.

The City of Burlington does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age, or disability in employment or the provision of services. Submit City of Burlington Application, resume and cover letter by December 20, 2010, to: Human Resources Department, 131 Church Street, Burlington, Vermont 05401. Available in alternative formats for persons with disabilities. For disability access information, or to request an application, contact Human Resources at (802)865-7145 or (802) 865-7142 (TTY)

Visit our Website: www.hrjobs.ci.burlington.vt.us.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.